

# United States Department of the Interior

## BUREAU OF LAND MANAGEMENT

Lewistown Field Office

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In Reply To:

1500 (P)

July 26, 2004

EMS Transmission

Instruction Memorandum MT060-04-001, Change 1

Expires: 9/30/2005

To: All Employees; Lewistown, Havre, Malta, Glasgow

From: Lewistown Field Office, Administrative Officer

Subject: End of Fiscal Year Reports

Change 1 (changes in **red**) is to ensure that deadlines are consistent throughout the memo, and does not change any deadlines.

It is that time of year...again! The following are deadlines and procedures for closing out this fiscal year. It is crucial that all deadlines be strictly adhered to. Your compliance with paperwork and these deadlines will help ensure a successful and accurate close out.

• **Awards – July 28, 2004**

Please submit all awards to Barb no later than July 28, 2004, including:

On the Spot Awards

STAR Awards

Time Off Awards

Quality Work Awards

etc.

• **Blanket Purchase Agreements (BPAs) – August 18, 2004**

Do not purchase against any existing BPA after August 18, 2004. Fire emergencies must be cleared through Gina; all other emergencies must be cleared through Connie.

• **Credit Card – Use ends August 13, 2004**

**Please process credit card statements upon receipt.**

Credit cards may be used as usual until August 13, 2004. Do not use your credit card after that date unless it is an emergency (fire) and you have already cleared the purchase with Debbie.

***After you process your July statement, you should prepare the EOY CC form (attached) for all purchases you have not turned in a statement for. This form must be completed for the rest of the fiscal year projecting any purchases for August 13, 2004 through September 30, 2004.***

• **Deposits – September 23, 2004**

Cash or checks needing deposit should be transferred to Barb by September 23, 2004 in order to be deposited by COB September 30. This includes campground collections, over the counter sales, deposit transfers, etc.

• **Refunds – September 23, 2004**

Refunds needing processed this fiscal year must be entered into CBS by the authorizer by September 23, 2004. Please notify Barb of any refunds you may have initiated in CBS in order to have them processed this fiscal year.

• **GSA Orders – August 13, 2004**

All GSA orders placed using a credit card must be placed by August 13, 2004.

• **NIFC Fire Cache Items – August 27, 2004**

Orders for cache items charged to 2810 are due into NIFC by August 27, 2004.

• **Printed Materials Distribution Service (PMDS) Orders – September 10, 2004**

All printed materials orders for forms, publications, etc. are to be submitted to Linda no later than COB September 10, 2004.

• **Purchase Orders – Service and Construction - See Connie  
Supply - August 6, 2004**

Please coordinate with Connie any service and construction contracts being contemplated. For non-fire supply orders under \$100,000, August 6 is the due date. There is a possibility that Connie may be able to process supply orders over \$100,000; please get in touch with her as soon as possible if this size of order is being considered. All fire related orders need to be coordinated with Gina. Requisitions are to be submitted via IDEAS unless other arrangements have been made. Requisitions received after this date will be handled as time and workload allows.

• **Travel Authorizations/Vouchers**

All TDL Authorizations now expire August 18, 2004. All travel vouchers for travel performed prior to September 1 must be filed, approved, and on the way to NBC by September 10, 2004. Any travel for August 16 through September 30 must be projected to Jolyn no later than August 18, 2004. You will need to complete a separate travel authorization for each trip and you must provide the projected dates of travel, the estimated cost and appropriate charge code(s). If you have unexpected travel after August 18, 2004, but before September 30, you will need to tell Debbie as soon as you become aware of it and she will work with the State Office and the National Business Center on getting it obligated. All travel vouchers should be filed immediately upon completion of travel. All travel vouchers sent to Denver after August 18, must have a year end receiver document attached to the voucher. This document will be prepared by JoLyn when she receives your travel authorizations. After August 18, 2004, all FY 2004 vouchers must be sent through JoLyn for proper documentation. This includes detached offices (Fire, HFS, GFS, MaFO).

• **Uniforms – August 31, 2004**

The last day to order uniform components using your FY 2004 authorization is August 31, 2004. Law Enforcement employees must abide by the August 31, 2004 cutoff for purchases “off the rack”. Remember any purchases between August 18 and August 30, must be projected on the EOY CC form (attached).

• **Vehicle/Equipment Maintenance (Interior)**

All regularly scheduled maintenance or maintenance parts for Interior vehicles and equipment should be scheduled to coincide with above restrictions or after fiscal year end. Repairs or repair parts obviously can't be scheduled and will be handled accordingly.

• **Vehicle Reports – September 13, 2004**

A vehicle report needs to be turned in for every vehicle by September 13, 2004. Cut off for reporting BLM motor vehicle utilization is September 19, 2004.

• **Vehicle Turn In - September 30, 2004**

Seasonal vehicles should be turned in to office for sale or return to GSA by September 30, 2004.

Starting September 13, 2004, all financial documents have to be overnight express mailed in an expensive, time-consuming process. Please ensure that the majority of the paperwork is forwarded as soon as possible, rather than waiting until the last minute.

Field Office and Field Station personnel should allow for mail time to ensure that all necessary paperwork is in Lewistown by the deadline dates to ensure a smooth transition into FY2005.

The deadlines and time frames established by this memorandum are necessary to meet MSO & NBC deadlines. This year the Office of Management and Budget (OMB) determined that our past closeout procedures have not been timely enough. In an effort to respond to OMB and past audit findings; DOI changed our EOY procedures and shortened our opportunities for adjustment and final closeout. We have zero opportunity for late adjustments and expenditures. We appreciate your timely efforts and coordination during this hectic time of year.

Thank you for your help.

Signed by: Kym Sigler  
Authenticated by: Linda Birdwell MT065

Attachments:  
1 – Purchasing Report Form

*D.Tucek/L.Roberts/u:\vroberts\YearEndMemoEmail.doc*

Purchasing Report Form

As a cardholder you have some fiscal year end responsibilities:

- Upon receipt of your July statement, please provide proper coding and item description information and forward it to Debbie as soon as possible.
- If you have any charges that have
  - Occurred but have not been on a statement YTD;
  - Items that are in the process of being moved from your individual account to your central bill account; and,
  - Any centrally billed (not individual lodging or meals) items that will occur during travel status like airline tickets, rental cards, rental car fuel, etc.

Please complete this form and return it to Debbie on or before August 16, 2004 – extensions are not possible.

Cardholder Name:

Credit Card Number:

Date Of Purchase (est. if necessary)	Vendor	Item Description	Charge Code	\$Amount	Check # (If Necessary)	Check Fee (1.9% of Face Amount of Check)